

05 **Authorized Representatives - Overview**

REVISION 48
(01/01/20 – 12/31/20)

An authorized representative is a non-budgetary unit member chosen by the PI to assist on their behalf in the application process. The PI may select a different authorized representative for each program. This includes, but is not limited to, the following:

- Completing an application
- Completing forms (work registration, when required)
- Completing the interview
- Reporting changes
- Provide Verification
- Receive notices

When the PI appoints an authorized representative, document the case file.

The Authorized Representative Request (FAA-1493A) form is available in the Document Center.

The authorized representative remains in effect until any of the following occur:

- The PI requests, in writing, at any time to revoke their consent of the authorized representative. (See [Revoking an Authorized Representative](#))
- The authorized representative requests, in writing, to be removed from the case. The PI needs to select another authorized representative, when needed.
- The application for assistance is withdrawn or denied.
- The eligibility ends and there is a break in benefits.

When an eligibility decision is being appealed, the following actions occur concerning the authorized representative:

- The authorized representative designated at the time of the action being appealed must be involved in any proceedings involving the same action.
- A new authorized representative, when designated, may handle any future actions related to the program(s) for which the representative is the designee.

The PI is legally responsible for all statements and information provided on the application and stated at the interview by the authorized representative.

The authorized representative must meet all of the following requirements:

- Be appointed in writing with a signature by the PI. The PI must provide a signature using an [acceptable method to sign](#) the document either written, electronic, or telephonic signature.
- Be an adult non-budgetary unit member.
- Be fully aware of the budgetary unit's relevant household circumstances.

NA EXCEPTION

An NA authorized representative cannot be any of the following:

A retailer involved in the acceptance of NA

A provider of prepared meals for the homeless, when they are representing a homeless recipient

A state agency employee involved in the issuance of NA, unless authorized in writing by the Region Program Manager (RPM)

An individual disqualified for an intentional program violation (IPV)
(See [NA Disqualified Representative](#) for specific restrictions)

WARNING

An authorized representative must not be allowed information on a program they are not the authorized representative on.

The following are types of representatives:

- [CA Authorized Representative](#)
- [NA Authorized Representative](#)

For information regarding an EBT Alternate Card Holder, see [EBT Alternate Card Holder](#).